

## **Attachment 2: Municipal Water Law Water System Plan/Small Water System Management Program General Approval Checklist**

For each element, please identify where in your Water System Plan (WSP) or Small Water System Management Program (SWSMP) submittal the requirements of the Municipal Water Law identified in the column labeled “Element” are addressed.

The “Application” column identifies the type of plan (WSP or SWSMP) and the size of system the element applies to.

<b>Application</b>	<b>Element</b>	<b>Addressed in plan on pages indicated</b>	<b>Documentation Attached</b>
<b>Water rights and system capacity</b>			
WSP and SWSMP All size systems	The water rights self-assessment you have included in your WSP and SWSMP must be complete and must adequately reflect your water right status. Please review your self-assessment for completeness, accuracy and consistency with your water rights.  If there are factors (i.e. supplemental, seasonal, etc.) to your water right that are not addressed in the self-assessment format, provide additional statements on how those factors affect your self-assessment.	Page(s) _____	
WSP and SWSMP All size systems	The system capacity analysis must incorporate the water right quantity parameters (QaQi) found in your water rights self-assessment. Identify the number of connections, population served, and/or Equivalent Residential Units (ERUs) that you are currently serving and identify your current instantaneous and annual water usage. Water use demand should not exceed existing water right QaQi.	Page(s) _____	
WSP All size systems	The system capacity analysis must incorporate the water right quantity parameters (QaQi) found in your water rights self-assessment. For a 6-year planning horizon, evaluate the number of connections, population served, and/or Equivalent Residential Units (ERUs) that you are planning on serving, utilizing historical water usage and future population projections. Water use demand projections should not exceed existing water right QaQi.	Page(s) _____	
<b>Service Area Delineation</b>			
WSP and SWSMP All size systems	Provide a map and description of the water system service area. The map must delineate your retail service area (existing and future) as well any other service area (existing and future) you wish to include in your water right place of use. Provide clear differentiation between the two boundaries.	Page(s) _____	
WSP and SWSMP All size systems	Provide a copy of the land use map(s) for jurisdictions served by your system.	Page(s) _____	

Application	Element	Addressed in plan on pages indicated	Documentation Attached
<b>Conservation</b>			
WSP and SWSMP All size systems	New language has been added to RCW 70.119A, which states, "...municipal water suppliers shall continue to meet the existing conservation requirements of the department and shall continue to implement their current water conservation programs."  Describe what, if any, previous efforts will be discontinued. For discontinued efforts, identify why continuation of these efforts would be ineffective or provide documentation that the discontinued program had a prescribed end date or savings level.	Page(s) _____	
WSP All size systems	Must meet current conservation requirements. Please review the requirements (attached) and provide identification of where in your current WSP each of the elements is included.	Page(s) _____	
SWSMP All size systems	Provide a completed Water Conservation Program (Element 14 of the SWSMP).	Page(s) _____	
WSP Systems serving 1000 or more connections	Describe the projects, technologies, and other cost-effective measures that comprise your water conservation program.	Must be attached	
WSP Systems serving 1000 or more connections	Describe the improvements in the efficiency of water system use resulting from implementation of your water conservation program over the last six years.	Page(s) _____	
WSP Systems with inchoate water rights serving 1000 or more connections	Provide a demand forecast for the next 6-years based on the water savings expected from the planned conservation measures.	Page(s) _____	
WSP Systems with inchoate water rights serving 1000 or more connections	Provide a demand forecast for the next 6-years based on the water savings expected if implementing additional conservation measures that were considered cost-effective, including those that were not chosen to be implemented at this time.	Must be attached	
<b>Reclaimed Water</b>			
WSP Systems with greater than 1000 connections	Exploring opportunities for water reclamation is an element of the Municipal Water Law that must be addressed in this plan  Systems > 1000 Connections must complete <a href="#">Attachment 9: Water Reclamation Checklist for Systems with 1,000 or more Connections</a> or provide comparable documentation.	Page(s) _____	

Application	Element	Addressed in plan on pages indicated	Documentation Attached
<b>Duty to Serve</b>			
WSP All size systems	Describe how your system responds to requests for new water service by providing: <ol style="list-style-type: none"> <li>1. The process for service requests, including timeframes</li> <li>2. How you determine that your system's capacity is adequate to provide new water service (including sufficient water rights)</li> <li>3. Conditions of a non-technical nature that may affect your ability to provide new water service (annexation procedures, water rights issues, local ordinances, etc.)</li> <li>4. Your system's procedures for granting or requesting extensions of time during a water service related project, and describe your procedure for handling disputes and appeals when water service requests are denied</li> </ol>	Must be attached	
<b>Local Government Consistency</b>			
WSP or SWSMP All size systems	<i>Consistency with applicable adopted local plans, regulations and policies must be determined prior to plan submittal. For each appropriate planning agency provide a completed "Consistency Statement Checklist" or analogous documentation.</i>	Must be attached	
<b>Watershed Coordination</b>			
WSP or SWSMP All size systems In Watershed Planning Process per RCW 90.82	If your system is located in an area developing a watershed plan per RCW 90.82, describe your efforts to coordinate with the local planning unit. We have attached a list of Water Resource Inventory Areas (WRIA) where watershed plans are currently in development along with contact names for each area.	May need to be attached.	